



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine State Library/Library Development		
Department Contract Administrator or Grant Coordinator:		Janet McKenney		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 16,000	Advantage CT / RQS #:	CT94Q20220222*1923
CONTRACT	Proposed Start Date:	2/1/2022	Proposed End Date:	6/30/2022
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Linda Braun, LEO (Librarians and Educators Online)		
Brief Description of Goods/Services/Grant:		Provide Digital, Equity and Inclusion design framework, facilitation, and services for the Maine State Library.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

MSL Continuing Education goals for libraries in the next federal Five Year Plan will place a focus on integrating Diversity, Equity and Inclusion into CE work but also embark on a training program for urban, suburban and rural libraries. Training of staff and developing a framework for this work requires us to seek both staff training and assistance from a library consulting organization. The goal is to create a space for and resources to strengthen ME libraries' capacity to provide equity-based services and develop equity-based systems and structures

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selected vendor, Lind Braun of LEO (LEO: Librarians and Educators Online) was selected based on work she had done with other State Library Agencies and work done with MSL staff members on other projects over the past five years primarily around STEM integration but also with training for small and rural libraries. Linda is recognized nationally for her work and has been a PI in federal grants including those funded by the Institute of Museum and Library Services (IMLS). We will use IMLS/ARPA funds for this work.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Cost was based on number of hours for 2 people to work with 7 MSL staff for:
 8 facilitated co-design sessions
 Production of the DEI framework for MSL to use in the five-year plan for its continuing education program
 Provision of a list of best library DEI resources for staff to explore, curate and share with libraries.
 The end result will create a space for and resources to strengthen ME libraries' capacity to provide equity-based services and develop equity-based systems and structures
 Total hours of work for LEO staff for facilitation, creation of documents, recommendations, etc.
 This cost is in alignment with what other State Library Agencies paid for similar work.
 Hours estimated to be approx. 60 hours at \$275 for both facilitation and framework design by 2 people over the course of 5 months.
[Click or tap here to enter text.](#)

4. Describe the plan for future competition for the goods or services.

There are no future plans for this development and planning work but MSL will select from Maine/Portland area providers of DEI training to continue the work from the framework developed in the project. MSL desired library experts for the planning and development phase but will use Maine experts for training within the developed framework to their understanding of libraries' missions and visions as a provider of information, social, workforce, and education services.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


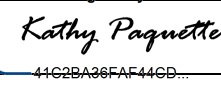
Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).

☒ No – If No, proceed to Part V. Note: The IMLS granted ARPA funds are not part of Governor Mills MJRP but separate ARPA/LSTA from federal funder the Institute of Museum and Library Services.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<small>DocuSigned by:</small>  <small>A6A0F78CA410443...</small>		
Typed Name:	Janet McKenney	Date:	2/22/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA38FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	3/1/2022